Sheridan Japanese School
シェリダン日本語学校

Sheridan Japanese School Foundation Board

February 13, 2012

Sheridan School Foundation
Minutes 2/13/12

Meeting called to order at 6:30

Present: Dick Paay, Alex Beecher, Ann Meyer, Gay Hall-Pentencost, Jan Smith, Kathryn Mueller

Public Input: None

Approval of agenda:
Under "School Business" add B. E-rate update by Kathryn and C. Budget Coding.
Under "Foundation business" add H. Form 990 Review and I. still waiting for NWCEO to respond with policy suggestions

Motion: Ann moved to approve agenda items with above additions; Alex seconded: unanimously approved

Approval Minutes:
Change "required" to "suggested" under Employee Protection Policy.

Motion: Dick called for vote to approve Board Minutes from 1/09/12 with the above change; unanimously approved

III. School Business

A. ED Report (see attachment)

Cliff Monroe took Jennifer Smith's place.

Tyler Arthurs student teaches with Cliff Monroe and is also teaching beginning Japanese with Scott Sensei.

Brenna Fuller was here in the month of January as a student teacher.

Kathryn wrote a grant for $150,000. This Oregon Legislative Session will determine whether or not this CTE grant will be funded. If the grant is awarded to SJS, $30,000 would go to high school Japanese conversation classes, $30,000 for lower-level classes, and, last of all, would be used to upgrade and buy computer equipment.

B. E-Rate

We opened bidding on telephone service for the required 28 days. Money and service will be the deciding factors (best service for best price). Online NW is the least expensive for the service. The Board will review material and decide at the next meeting which company will provide our service. We can ask Lisa if any questions arise.

C. Budget coding

Six budget categories are required, but Quick Books can handle only 3 accounts. Kathryn is contacting other charter schools to understand how they handle budget coding. While we need to reflect SSD's budgeting system, it seems we will need to purchase our own accounting system. We are wondering if we can purchase an offsite license to use SSD's system.

Kathryn recoded our accounting system to reflect HB 3417 requirements. These requirements do not include a time frame. Kathryn now understands how the system works. The Oregon Department of Education now requires more budgetary accountability through mandating that schools report on spending in minute and specific detail. Kathryn is creating a test company to see if SJS can make accounting requirements work. We need to give examples of what we are doing to see if we are headed in the right direction. HB 3417 does not require retroactive reformatting of accounts. Interestingly, SSD lumps charter schools together in its budget and does not list funds generated by the charter schools.

The Board and Kathryn would like to give kudos to Lisa, who has invested a lot of time generating information in the new accounting format. Because of Kathryn and Lisa's work, we can start with the new accounting system on the first day of the new school budget year, July 1, 2012. Lastly, Kathryn will be looking at another program used by Linn-Benton schools, which includes an auditing section.

IV. Foundation Business

A. Employee Protection Policy and Document Retention and Destruction Policy

1. Employee Protection Policy

We had our second reading of this policy. Question: Do we need to reorganize this policy by placing the employee acknowledgement signature on a different page so putting the required signature in each employee's file will be easier? The signature page needs to be resigned each year, so a separate page is a good idea. The signature page of the policy must include a sentence about the employee verifying he or she has read and understood the policy with his or her signature. We will reread the policy with changes at the next meeting.

Motion: Ann moves to have the third reading of the Employee Protection Policy with changes as discussed above at the next meeting; Jan seconds; unanimously approved.

2. Document Retention and Destruction Policy
We had our second reading of the Document Retention and Destruction Policy. We need a guideline for dealing with employee IRS documentation. Jan will research this and add it to the policy.

Motion: Gay moves to table the Document and Retention and Destruction Policy retention until the next meeting due to questions regarding IRS documents; Alex seconds; unanimously approved

B. Hiring a new accountant:
SJS has hired Jesse Davis to act as our accountant. Jesse is contracted at $45 an hour plus a 6% PERS pickup. This is an exemption to our usual operational procedure.

C. Budget for 2012-2013:
Since our budget is due April 1, we need to discuss the 2012-2013 budget at our March meeting.
We have spent $6000 on a copier and have added 2 insurance policies for Kathryn and Jennifer Smith at a total of $12,000. We have a Japanese grant at $60,000, which ends this year. The grant has paid for half of Sensei Scott's salary over a 2-year period. Even thought we are losing $30,000 with the end of the grant, we will gain $15,000 by budgeting for 83 students, with the 30 high school students and 53 lower level students. At this point the budget would allow for 6 full-time teachers. Those are the only jobs within the budget. We need to find more revenue. Alex will be sending more letters to boards of directors of various Japanese businesses. We will not have a cushion as we have had with past budgets, so our next budget needs to be tight. We will wait until May to receive money owed us from SSD. If necessary, we will have a special meeting after the scheduled March meeting to discuss the budget.
At parent conferences, Kathryn is trying to find out how many students will be returning

Sensei Scott's tutoring students outside SJS has been a great success and allows SJS to add tutored students to the program mid year if we lose students.

D. Setting grade-level and school enrollment parameters for 2012-2013 school year. The grade-level parameters will be made after commitment letters are returned. Right now, we are thinking about an enrollment of 30 high school students and 53 lower grade students. We want to cap total head-count enrollment at 88. Along with a cap on our head count and in tandem with our budget discussion, we need to vote on what number we use to build our budget for the next school year.

Motion: Alex moves to make an absolute head count cap of 88 for the 2012-2013 school year; Gay seconds; unanimously approved

Motion: Alex moves to set the student number at 83, 30 high school and 53 lower level students, for building the 2012-2013 budget. This includes special education students, who are now considered local students; Ann seconds; unanimously approved.

E. Highly Qualified:
Sheridan Schools Superintendant, Mrs. Grauer, has volunteered to make a presentation about the qualifications for a Highly Qualified status from TSPC at the March board meeting. We accept this offer, so Kathryn will invite her to attend the March board meeting.

F. Recognition for Carol VanHouten
We are hoping to obtain a Japanese calligraphy drawing or something of that nature to present to Mrs. VanHouten in appreciation of her work and dedication to SJS.

G. Review Memo of Understanding:
SSD officially approved the memo of understanding, which includes the payment of money owed SJS, at their January board meeting.

H. Tax form 990:
We received an extension to May 15th (3 month extension)

I. Policies:
NWCEO will be honoring the services SJS purchased from them by providing us with a charter school policy package.

Student handbook: We need to work our way through the book to clean up duplicates. School council recommended changes to the dress policy. SJS Foundation Board needs to be clear that the student handbook is board policy for now. To clarify: the online handbook is the actual handbook to which we refer parents for board policy until the policies are revised for the

2012-2013 school year. Only the Foundation Board can change board policy. Also, a new bug and pesticide policy, which mandates only licensed individuals can spray for bugs and a rigorous process for notifications, posting, etc., starts in July. We wonder if adopting SSD's policy would be a good idea.

Meeting adjourned at 9:00.

Sheridan Japanese School (SJS)
February 7, 2012
Kathryn Mueller

I. **Student/Grade Level**

A.	**4th-12**	**In District= 2**	**Out of District= 10**
B.	**5th-12**	**In District= 3**	**Out of District= 9**
C.	**6th-13**	**In District= 6**	**Out of District= 7**
D.	**7th-10**	**In District= 2**	**Out of District= 8**
E.	**8th-11**	**In District= 6**	**Out of District= 5**
F.	**9th-16**	**In District= 5**	**Out of District= 11**
G.	**10th-9**	**In District= 6**	**Out of District= 3**
H.	**11th-2**	**In District= 2**	**Out of District= 0**
I.	**12th-3**	**In District= 3**	**Out of District= 0**

1. **Total: 88**.
2. 2IEP students (HS)

Number of returned students to districts: **In District= 35 Out of District= 53**

II. **Enrollment January**

30 9th – 12th Students

96.40% Days Present

2 IEP Students

58 4th – 8th Students

94.19% Days Present

III. **January Events**-

A. 1/14 Lego Robotics state competition
B. 1/24 Taiko performance Rebekkah Lodge, Sheridan
C. 1/28 Progress Grades
D. 1/19 changed to 2/2 Information Night

IV. **Clubs**-Lego Robotics, NHS, NJHS, JNHS, Student Council, OBOB, Japan Club, Taiko, GSA

a. **Student Council**

A. John Wooden's Pyramid of Success

1. **September-Enthusiasm**
2. **October-Cooperation**
3. **November-Loyalty**

4. **December-Friendship**
5. **January-Industriousness**

V. **HS Sports- basketball**
   a. Boys Varsity -1
   b. Boys JV -3
   c. Girls JV- 1

VI. **HS Sports- swimming**
   a. Boys Varsity -2
   b. Girls Varsity- 1

VII. **MS Sports- basketball**
   a. Boys -3

VIII. UPCOMING EVENTS

February 17th Conferences
February 24th Lake Oswego High School International night
February 25 La Sorella Café Fundraiser & Auction

VOLUNTEER HOURS

MONTHS	August	Sept	Oct	Nov	Dec	Jan
McMinnville	14.25	45.75	85.75	74	57.25	0
Sheridan	76	149.75	184.87	139	158	146.5
Other District	20	42.5	69.74	75.5	73	54
Community		60	60	60	60	60

MONTHS	August	Sept	Oct	Nov	Dec	Jan
ELEMENTARY	15	7.5	77.5	83.75	55	48.17
MIDDLE LEVEL	71	37	182.99	152.5	177.5	156.75
HIGH	50.25	50.875	88.24	53	56.5	53.5
Community		60	60	60	60	60

Aug.=110.25 **Sept.=**300 **Oct.=** 391.2**3 Nov.** 349.2**5 Dec.** 349 **Jan.=** 318.42
TOTAL FOUR MONTHS =1773.15

Staffing Changes: **Jennifer Smith finishes 2/10/12**
Clifford Monroe replaces Smith sensei
Student Teacher Andrew Morris leaves 1/31/12
Student Teacher Tyler Arthurs starts 1/3/12
Brynna Fuller Student Teacher for January

Observations: **February**
Staff Evaluations: **February**
Budget: **Budget/accounts re-coding due February**

AP Potential Letters:

- 11th grade-AP Potential 1 student for 2 tests

- 11th grade-AP Potential 1 student for 1 test
- 10th grade-AP Potential 1 student for four tests
- 10th grade-AP Potential 2 students for three tests
- 9th grade-AP Potential 1 student for four tests
- 9th grade-AP Potential 4 students for three tests
- 9th grade-AP Potential 5 students for two tests